

# Harris County Archives Houston, Texas

## *Finding Aid*

### HARRIS COUNTY SOCIAL SERVICES CR08 (1924 - 1998)

**Acquisition:** Harris County Social Services

**Accession Number:** 2003.010

**Citation:** [Identification of Item], Harris County Social Services, Harris County Archives, Houston, Texas.

#### **Agency History:**

During the first century of Texas sovereignty, county government was responsible for providing public assistance to the needy. Article 29 of the 1836 law organizing county government provided: "It shall be the duty of said board of commissioners to provide, at the expense of the county, for the support of indigent, lame, and blind persons, who are unable to support themselves." Counties typically addressed this duty through direct appropriations for specific individuals rather than through formal programs. This was seldom, if ever, satisfactory and many needy Texans were dependent upon private charity. In 1851, the *Telegraph & Texas Register* (Houston) reported that the county had failed to provide assistance to an injured man and to several desperately impoverished families. They were saved from starvation through the generosity of other poor but generous persons. The article also castigated public officials for the lack of insane asylums, hospitals and orphanages.

This situation was somewhat rectified by the adoption of the Constitution of 1876 which provided in Article XVI Section 8 that "Each county in the State may provide, in such manner as may be prescribed by law, a manual labor poor house and farm, for taking care of, managing, employing and supplying the wants of its indigent and poor inhabitants." Many counties, including Harris, subsequently operated Poor Farms.

If anything, State government did even less. During the Civil War it provided relief for indigent families of soldiers and later provided pensions for needy veterans. But its only other efforts during the first century was to establish eleemosynary institutions for various classes of unfortunates and, in at least one case, provided land grants to help fund the privately founded Confederate Orphan's Home (now the Burnett-Bayland Home) in Harris County.

By the Progressive Era, private charitable organizations were formally supplementing county efforts. In 1904 the United Charities in Houston was organized to raise funds to

be divided among various charitable organizations. A decade later (1915) the Houston Foundation was established with the dual purposes of overseeing all charitable efforts and to administer trust funds donated to City of Houston for charity. From this came the Social Services Bureau, in 1916, that administered aid to the needy in Houston. Harris County continued to provide aid through the Probation Department that administered the Mother's Pension program, Pauper's Immediate Relief, Paupers on Roll and the County Home.

The Great Depression finally overwhelmed local charitable resources forcing State and Federal governments eventually to assume primary responsibility for welfare. Until that finally came to pass, local governments coped the best they could. On April 25, 1936, the City of Houston and Harris County, recognizing the need for local government to accept more of the burden of responsibility for relief, created the Houston-Harris County Relief Board. It was composed of private citizens appointed by the county, city, and local charities and was tasked to consolidate the city and county policies and procedures of administering relief. On February 24, 1939, the Houston City Council changed the name of the Houston-Harris County Relief Board to the Houston-Harris County Board of Public Welfare to bring it in line with current thought. Throughout the period of joint city-county cooperation, the board functioned in a quasi-legal status with no statutes or laws supporting its efforts. In 1956, several opinions by city attorneys challenged the legality of the city's participation on the board. On January 17, 1957, the Commissioner's Court accepted responsibility for the Houston-Harris County Board of Public Welfare and reorganized it as a county department, effective February 1, 1957. Officially designated as the Harris County Welfare Department, it continued all welfare functions previously carried out by the Houston-Harris County Board of Public Welfare. Out of this the Harris County Social Services Office evolved.

### **Bibliography:**

Leavens, Charles W. "Historical Development of the Harris County Welfare Department in Houston, Texas." M.A. Thesis, Sam Houston State University, 1971.

"County Paupers," *Telegraph and Texas Register* (Houston), August 29, 1851, p. 2.

### **Collection Summary:**

Administrative records, WPA Applications, Client Case Files, Burial Records, and the Harris County Cemetery Records (1924 – 1987) document the functions of the social welfare agencies prior to and after the creation of the Harris County Social Services Department.

**Series: Administrative Records**

**Size: 3.5 cubic feet**

**Range of Dates: 1938-1987**

**Restrictions on Access:** None

**Restrictions on Use:** Some information in the records contains elements that are confidential, i.e. Social Security numbers and medical histories. Researchers may be required to sign a Research Agreement form prior to use. See archivist for more information.

**Processed by:** AnnElise Golden, 2005

**Scope and Contents Note:**

Correspondence, minutes, memorandums, notes, subject files, reports, case files, legal, personnel, printed materials, directories, and training materials (1938-1987) document the transition in welfare relief from volunteer societal groups to a professional Harris County Department. Administrative Records focus on the daily functions of the Harris County Social Services Office and its workers concerning social services recipients, Houston and Harris County volunteer groups, various state departments, and the general public. Administrative Records also document the legal and financial history of the department. These records contain newspaper clippings and printed materials. The series is divided into sixteen subseries: Correspondence, Memorandums, Notes, Subject Files, Minutes, Personnel, Inventories, County budgets, Reports, Manuals, Surveys, Social Services-Client, Burial Records, Printed Materials – Private Sector, State Directories, and Training.

**Subseries: Correspondence**

Correspondence contains information and observations concerning health care, education, and general welfare guidance to the populace in Houston and Harris County (1939-1969). A majority of this information is related to the Social Services recipients and their needs. Correspondence arranged chronologically.

**Inventory**

<b>Title</b>	<b>Date</b>	<b>Location</b>
Community Volunteer Service	1939, 09/12 - 1951, 03/21	0349-X-01
Community Volunteer Service	1946, 10/23 – 1956, 11/14	0349-X-02
Community Volunteer Service	1952, 11/20 – 1958, 01/23	0349-X-03
Reports on Operations of other agencies	1946, 03/05 - 1958, 03/08	0349-X-04
Community Council Health Section	1946, 11/16 - 1958, 12/13	0349-X-05
Community Council Health Section	1956, 03/28 – 1957, 01	0349-X-06

Search of Census Forms	1953, 02/03 – 1956, 02/24	0349-X-07
Civil Defense	1955, 02/06 - 1957, 07/10	0349-X-08
Student Roundup Committee	1955, 01/21 – 1957, 03/22	0349-X-09
State Department of Public Welfare	1955, 03/01 – 1957, 06/10	0349-X-10
Recruitment to Social Work Profession	1955, 07/27 – 1956, 03/06	0349-X-11
Referral Committee	1955, 08/17 – 1957, 01/28	0349-X-12
Welfare Questionnaires	1956, 04/03 – 1957, 08/02	0349-X-13
Vocational Guidance	1956, 11/05 – 1957, 12/02	0349-X-14
Correspondence	1957, 05/06 – 1973, 08/15	0349-X-15
W.M. Calnan	1957, 06/25 – 04/10	0349-X-16
Church Welfare Bureau	1958, 08/01 -1961, 09/01	0349-X-17
Probation Department	1959, 11/18 – 1962, 07/24	0349-X-18
Congressman Albert Thomas	1960, 01/02 – 1962, 12/13	0349-X-19
Congressman Bob Casey	1963, 03/04 – 1965, 09/02	0349-X-20
Social Services	1960, 08/24 – 1967, 12/15	0349-X-21
Financial Assistance Committee	1963, 03/08 – 1967	0349-X-22
Financial Assistance Committee	1968, 01/25 – 09/17	0349-X-23
Case Files	1968, 03/08 – 07/24	0349-X-24
Mental Health Association	1968, 04/26	0349-X-25
HCAA – Emergency Food and Medical Advisory Council	1969, 01 – 07	0349-X-26
HCAA – Emergency Food and Medical Advisory Council	1970, 07/30 – 10/14	0349-X-27
Public Relations	1971, 05/17 – 1972, 02/09	0349-X-28
Correspondence	1973, 08/15 – 12/03	0349-X-29
Baldwin, Benbrook, Greer	1977, 08/29 – 11/07	0349-X-30
Harris County Health and Mental Retardation Center	1968, 05	0349-X-31
Community Welfare Planning Association	1968, 05/23 – 1969, 11/18	0349-X-32
Case Files	1979, 02 – 1982, 03	1499-X-00

**Subseries: Memorandums**

Memorandums contain information about new policies and procedures within the Social Services Department and updates on client files (1961-1973). In addition to this there is information concerning civil defense, health and educational committees in Houston and Harris County (1952-1971). Also includes newspaper clippings, and the National Association of Social Workers newsletters.

#### **Inventory**

<b>Title</b>	<b>Date</b>	<b>Location</b>
Memorandums	1961, 10/18 – 1973, 09/23	0349-X-33
Hurricane Hilda	1965, 09/26	0349-X-34
Harris County Department of Education	1968, 06/19	0349-X-35
HCAA Emergency Food and Medical Advisory Council	1970, 11/17 – 1971, 01/19	0349-X-36
Public Social Policies	1952, 07/23 – 1956, 12/25	0349-X-37
Harris County Cemetery	2001, 11/12 – 2003, 03/12	1494 -X-05

#### **Subseries: Notes**

Notes contain a single caseworkers study notes on various functions of being a social worker.

#### **Inventory**

<b>Title</b>	<b>Date</b>	<b>Location</b>
Case Worker Notes	n.d.	0349-X-38

#### **Subseries: Subject Files:**

Subject Files document nutritional, health, and travel services provided to Social Services recipients (1941-1970).

#### **Inventory**

<b>Title</b>	<b>Date</b>	<b>Location</b>
Food Stamp Instruction Summary	1965-1968	0349-X-39
Food Stamp Planning	1968, 04/19 – 09/17	0349-X-40
Food Stamp Program Forms	1969, 01/03	0349-X-41

Food Stamp Procedure	1969, 09/18 – 10/27	0349-X-42
Food Stamp Program	1969, 09/23 – 1970, 04/08	0349-X-43
Food Stamp Program	1969, 10/29 – 1970, 02/13	0349-X-44
Food Stamp Program- HCAA 2322 Dowling	1969, 12/17 - 1970, 01/13	0349-X-45
Division Surplus Commodities	1954, 08/30 – 1968, 09/10	0349-X-46
Surplus Commodity Reports	1955-1958	0349-X-47
Surplus Commodity Reports	1955, 12/31 – 1958, 02/14	0349-X-48
Surplus Commodities Outline Distribution	1961, 08/15 – 1967, 05/08	0349-X-49
Surplus Commodities Volunteer Program	1967, 03/22 – 06/07	0349-X-50
Surplus Commodities Job	1967	0349-X-51
Surplus Commodities Outline Distribution	1967	0349-X-52
Traveler's Aid Society	1958, 01/22 – 1959, 12/30	0350-X-01
Traveler's Aid Society	1959, 03/25 – 12/30	0350-X-02
Traveler's Aid Society	1960, 01/07 – 10/18	0350-X-03
Traveler's Aid Society	1962, 06/14 – 11/06	0350-X-04
Traveler's Aid Society	1963, 02/21 – 1964, 12/23	0350-X-05
Traveler's Aid Society Policy	1963	0350-X-06
Traveler's Aid Society	1964, 12/09 – 1966, 11/29	0350-X-07
Traveler's Aid Society	1968, 06/04 – 1969, 10/17	0350-X-08
Convalescent Ward	1961, 07/28 – 1962, 05/01	0350-X-09
Convalescent Ward Reports	1963, 01/01 – 1964, 12/01	0350-X-10
Convalescent Ward Procedures	1964, 10/28	0350-X-11
Convalescent Ward Reports	1965, 01/01 – 10/04	0350-X-12
Convalescent Ward Maintenance	n.d.	0350-X-13
Research Bureau	1941 - 1958, 02/20	0350-X-14
Research Bureau Committee	1953, 09/07 – 1957, 02/06	0350-X-15
Intake Division	1958	0350-X-16

**Subseries: Minutes**

Minutes record the department's activities such as staff and supervisors meetings, client cases, and employee involvement in professional organizations.

**Inventory**

<b>Title</b>	<b>Date</b>	<b>Location</b>
Staff Meeting Notes	1940, 02/12 – 1956, 06/14	0350-X-17
Staff Meeting Notes	1956, 10/17 – 1958, 01/22	0350-X-18
National Association of Social Workers	1956, 11/12 – 1958, 12/10	0350-X-19
Manual Revisions	1968, 05/13 – 1969, 04/09	0350-X-20
Supervisors Minutes	1969, 04/01 – 1971, 12/09	0350-X-21
Minutes of Case Conferences	1973, 08/08	0350-X-22
Harris County Cemetery Corporation	2001, 03/29 – 2005, 05/17	1494-X-07
Harris County Cemetery Corporation	2006, 03/07 – 2007, 11/26	1494-X-08
Harris County Cemetery Corporation	2008, 01/25 – 2008, 03/19	1494-X-09

**Subseries: Personnel**

Records information on payroll, salary, and home addresses and phone numbers for the Social Services personnel which includes car mileage allowances for certain personnel, and salaries and expenses for other county agencies that work in tandem with the Social Services Department, such as: Burnett-Bayland Home, Juvenile Department, and the Senior Citizen Nutrition Project (1949-1973).

**Inventory**

<b>Title</b>	<b>Date</b>	<b>Location</b>
Personnel Lists	1969, 12/01 – 1973, 08/01	0350-X-23
Houston - Harris County Public Welfare Payroll	1949, 01/01 – 1952, 06/16	0350-X-24
Houston – Harris County Public Welfare Payroll	1952, 06/16 – 1955, 02/28	0350-X-25
Houston – Harris County Public Welfare	1955, 01/01 – 1962, 12/31	0350-X-26
Employee Payroll	1956, 01/06 – 1962, 05/11	0350-X-27
Salaries – County Department	n.d.	0350-X-28

**Subseries: Inventories**

Inventories record equipment information for the Social Services Department which list individual items, their purchase date and approximate cost (1974).

**Inventory**

<b>Title</b>	<b>Date</b>	<b>Location</b>
Inventory Lists	1974	0350-X-29

**Subseries: County Budgets**

The Budgets contain information on the annual costs to administer relief to those in need in Harris County and includes proposed expenditures for upcoming fiscal year (1955-1977). Information within the records includes categories such as personal services, supplies, equipment, maintenance, transportation, and capital outlay.

**Inventory**

<b>Title</b>	<b>Date</b>	<b>Location</b>
Ambulance Budget/Car Mileage	1955 -1967, 09/01	0350-X-30
Houston-Harris County Board of Public Welfare Budget	1955-1967	0350-X-31
Budget	1957, 07-11	0350-X-32
Home for the Aged	1957, 12/30 -1958	0350-X-33
Budget: Transportation Division	1977, 09/22	0350-X-34

**Subseries: Reports**

Reports created by the Harris County Social Services Department, the City of Houston, and organizations in Houston and Texas document the history of welfare and educational programs of those individuals who were in need of assistance in the Houston and Harris County (1938-1969).

**Inventory**



<b>Title</b>	<b>Date</b>	<b>Location</b>
Annual Report	1946, 12/31	0350-X-35
Annual Report	1947, 12/31	0350-X-36
Monthly Report	1977, 05	0350-X-37
Council of Churches	1955, 03/18 – 1958, 02/26	0350-X-38
Council of Churches	1955-1958	0350-X-39
Salvation Army Programs: Harbor Lights	1956, 02/23 – 12/07	0350-X-40
Experimental Comprehensive Social Service Program – Neighborhood Center	1962, 04/12 – 1969	0350-X-41
Mayor's Study of Model Cities Task Force	1968, 02/05 – 12/13	0350-X-42
Mayor's Study of Model Cities Task Force	1968, 02/22	0350-X-43
Job Opportunity for Youth Vocational Guidance Service	1968, 08/29 – 1969, 01/15	0350-X-44
Reports on Operations of Other Agencies	1938, 12 -1955, 04	0350-X-45
Search Light on T.B.	1954, 06/05 – 1956, 05/04	0350-X-46
Search Light on T.B.	1954, 06/25 -1957, 03/31	0350-X-47
Mental Retardation – Texas Plan to Combat Mental Retardation	1965, 05/09 – 11/15	0350-X-48
The Community Chest Council – Houston Harris County	1946, 07/12	1494-X-02
The Community Chest Council – Houston Harris County	1946, 07/12	1494-X-03

### **Subseries: Manuals**

Manuals document the agencies responsibilities, job descriptions, administrative functions, rules and regulations for the department and employees, in-house process, client policies and procedures, welfare divisions, and forms (1960-1985). Each manual is divided into several sections on the above categories.

### **Inventory**

<b>Title</b>	<b>Date</b>	<b>Location</b>
Harris County Welfare Department Manual 01	1960, 06	0351-X-01
Harris County Welfare Department Manual 21	1960, 06	0351-X-02
Harris County Welfare Department Manual 01	1965, 12	0351-X-03

Harris County Welfare Department Manual 41	1965, 12	0351-X-04
Harris County Welfare Department Manual 47	n.d.	0351-X-05
Forms Manual 42	1967, 01	0351-X-06
Forms Manual 2	1968, 11	0351-X-07
Harris County Welfare Department Manual	1972, 03/31	0351-X-08
Food Stamp Manual 81	1972, 03/31	0351-X-09
Master Manual	1985, 12 & 1991, 02	0351-X-10
Administrative Manual	1985, 12	0351-X-11
Project Manual – Harris County Cemetery	2001, 12/18	1494-X-06

### **Subseries: Surveys**

Surveys contain information about how the Social Services Department collected and analyzed social, economic, and geographic data on subjects that most concerned their recipients such as, rent, hunger and starvation, nutrition, and Houston hospital need. In addition it provides information on nationwide salary surveys which includes information on vacations, retirement, health benefits, life and death insurance, and client case surveys for several districts in Harris County (1953-1968).

### **Inventory**

<b>Title</b>	<b>Date</b>	<b>Location</b>
Rent Survey	1953, 1957, 05/21	0350-X-49
Salary Survey	1954, 12/31 – 1957, 10/31	0350-X-50
Disability, T.B., Cancer, and Polio Survey	1955, 01/17 – 1956, 08/16	0350-X-51
Garrett Survey	1956, 10/19 – 1957, 08/08	0350-X-52
Case Survey	1966	0350-X-53
Case Survey	1966	0350-X-54
The Nutrition Survey in Texas	1967, 12 - 1969, 05	0350-X-55
Hunger and Starvation Survey	1968, 01/01 – 05/20	0350-X-56
Hunger and Starvation Survey	1968	0350-X-57
Community Welfare Public Planning Association Survey	1968, 07	0350-X-58

**Subseries: Social Services – Client**

Case files contain information on Social Services clients, State Hospital commitments, and procedures clients must follow in order to receive assistance (1959-1968).

**Inventory**

<b>Title</b>	<b>Date</b>	<b>Location</b>
Flemon, Della Mae and Walter	1959, 01/28 – 1961, 08/08	0352-X-01
Application Procedure for Patients: T.B. Clinic, Re; Clothing and Transportation	1961, 01/01 – 08/01	0352-X-02
State Hospital Commitments	1961, 01/14 – 10/14	0352-X-03
Client, T.B. and Home for the Aged	1931-1980	1499-X-00

**Subseries: Burial Records**

Burial Records contains statistical information on county burials which includes names, date of death, and plot location (1965-1980). Records include a visual description of the county cemetery.

**Inventory**

<b>Title</b>	<b>Date</b>	<b>Location</b>
County Cemetery	1965, 06/15	0352-X-04
Statistics for County Burials	1980, 01 – 1984, 12	0352-X-05
Statistics for County Burials	1985, 01 – 1986, 02	0352-X-06
Statistics for County Burials	1986, 03 – 1987, 03	0352-X-07

**Subseries: Printed Materials**

Newspaper clippings, newsletters and news bulletins deal with the department's professional involvement or interest in activities within the realm of social work and the Harris County Cemetery (1955-2002).

**Inventory**

<b>Title</b>	<b>Date</b>	<b>Location</b>
Houston Social Hygiene Committee: Program Educational Committee	1939	0959-X-09
National Association of Social Workers: San Jacinto Chapter	1955, 05 – 1958, 02	0352-X-08
Senior Citizen Voice	1958, 02/05 – 1983, 09	0352-X-09
Houston Council on Alcoholism	1968	0352-X-10
Newspaper Clippings	1979, 01/16 – 2002, 05/12	1494-X-01
Editor's Corner	n.d.; 1997-1998	1494-X-04
Development of the Harris County Social Services	n.d.	1494-X-10

### **Subseries: State Directories**

Information in the State Department of Public Welfare directories list Houston area day care centers (1968-1969).

#### **Inventory**

<b>Title</b>	<b>Date</b>	<b>Location</b>
State Department of Public Welfare Child Welfare Division – Day Care Centers	1968, 07 – 1969, 01	0352-X-11
State Department of Public Welfare Child Welfare Division – Day Care Centers	1969, 10 -1970, 04	0352-X-12

### **Subseries: Training**

Training records consist of posters that document the hierarchy of personnel in the Social Services Department. Listed on each poster are the job title and responsibilities for various positions in the department.

#### **Inventory**

<b>Title</b>	<b>Date</b>	<b>Location</b>
Training Materials	n.d.	0001-M-08

**Series: WPA Applications and Case Files**

**Size: 2.5 cubic feet**

**Range of Dates: 1936 - 1941**

**Restrictions on Access:** None

**Restrictions on Use:** May contain confidential information. Research agreement may be required for use. Please see the archivist for further information.

**Processed by:** Ann Davidson, 2004 - 2005

**Scope and Contents Note:**

Applications, certificates of eligibility, case worker notes, and correspondence document the lives of men, women, and families affected by the Great Depression in Harris County, Texas, 1936 – 1941. Created to determine eligibility for employment in the Works Progress Administration programs, case files contain applications (1936 – 1938) with names of applicant and family members, race, places and dates of birth, prior employment and residence, employment history, financial statements, and current living conditions. Case worker notes often include names and addresses of extended family members and friends in the community, whether eligibility was granted, and any other relief given to the applicant and family. Correspondence from both local and national relief agencies documents the amount of assistance available. Dates of case worker notes and correspondence may extend beyond the dates of the application. Eligibility certifications in addition to the worker's personal information may also contain information concerning the type of job the applicant is suited for. The case files were separated from other client files, likely during the 1950s, and arranged in alphabetical order by the agency. Occasionally, WPA applications cut to fit into letter sized folders may be found in the series Client Case Files.

**Inventory**

<b>Title</b>	<b>Date</b>	<b>Location</b>
WPA Client Files: AAR - ANS	1937 - 1938	0001-X-01
WPA Client Files: APO - AUM	1937 - 1938	0001-X-02
WPA Client Files: BAK - BEA	1936 - 1938	0001-X-03
WPA Client Files: BEA - BLA	1937 - 1938	0001-X-04
WPA Client Files: BOD - BRI	1937 - 1938	0001-X-05
WPA Client Files: BRO - BRY	1937 - 1938	0001-X-06

<b>Title</b>	<b>Date</b>	<b>Location</b>
WPA Client Files: BUF - BYA	1936 - 1938	0001-X-07
WPA Client Files: CAI - CAV	1937 - 1938	0001-X-08
WPA Client Files: CHA - CLI	1937 - 1938	0001-X-09
WPA Client Files: COB - COW	1936 - 1938	0001-X-10
WPA Client Files: COX - CVE	1937 - 1938	0001-X-11
WPA Client Files: DAN - DEM	1936 - 1938	0001-X-12
WPA Client Files: DEN - DYK	1936 - 1938	0001-X-13
WPA Client Files: EAR - EVA	1937 - 1938	0001-X-14
WPA Client Files: FAL - FLI	1936 - 1938	0001-X-15
WPA Client Files: FLO - FUR	1937 - 1938	0001-X-16
WPA Client Files: GAD - GON	1937 - 1938	0001-X-17
WPA Client Files: GON - GUL	1936 - 1938	0001-X-18
WPA Client Files: HAC - HAW	1936 - 1938	0001-X-19
WPA Client Files: HAW - HEW	1936 - 1938	0002-X-01
WPA Client Files: HIG - HOL	1936 - 1938	0002-X-02
WPA Client Files: HOL - HUT	1936 - 1938	0002-X-03
WPA Client Files: IDL - JOH	1937 - 1938	0002-X-04
WPA Client Files: JOH - JOR	1937 - 1938	0002-X-05
WPA Client Files: KAI - KIN	1936 - 1938	0002-X-06
WPA Client Files: KIN - KUB	1936 - 1938	0002-X-07
WPA Client Files: LAI - LEW	1936 - 1938	0002-X-08
WPA Client Files: LLO - LYN	1936 - 1938	0002-X-09
WPA Client Files: MCA - MAN	1936 - 1938	0002-X-10
WPA Client Files: MAN - MES	1936 - 1938	0002-X-11
WPA Client Files: MIC - MON	1936 - 1938	0002-X-12
WPA Client Files: MON - MYE	1936 - 1938	0002-X-13

<b>Title</b>	<b>Date</b>	<b>Location</b>
WPA Client Files: NAB - NOR	1936 - 1938	0002-X-14
WPA Client Files: OHL - OWE	1936 - 1938	0002-X-15
WPA Client Files: PAA - PET	1937 - 1938	0002-X-16
WPA Client Files: PHI - PUT	1936 - 1938	0002-X-17
WPA Client Files: RAC - RHE	1936 - 1938	0002-X-18
WPA Client Files: RIC - ROD	1936 - 1938	0003-X-01
WPA Client Files: ROD - RYA	1936 - 1938	0003-X-02
WPA Client Files: SAD - SEL	1936 - 1938	0003-X-03
WPA Client Files: SER - SLO	1937 - 1938	0003-X-04
WPA Client Files: SMI - SOW	1937 - 1938	0003-X-05
WPA Client Files: SPA - SYP	1936 - 1938	0003-X-06
WPA Client Files: TAP - THO	1937 - 1938	0003-X-07
WPA Client Files: THO - TUR	1936 - 1938	0003-X-08
WPA Client Files: URB - VIN	1936 - 1938	0003-X-09
WPA Client Files: WAD - WEI	1936 - 1938	0003-X-10
WPA Client Files: WEL - WIL	1937 - 1938	0003-X-11
WPA Client Files: WIL - WYN	1936 - 1938	0003-X-12

**Series: Social Service Client Case Files**

**Size:** 273 cubic feet

**Range of Dates:** 1928 – 1981 (Bulk: 1950 - 1981)

**Restrictions on Access:** None

**Restrictions on Use:** May contain confidential information. Research agreement may be required for use. Please see the archivist for further information.

**Processed by:** Thomas Ginn, 2004.

**Scope and Contents Note:**

Applications containing names, dates of birth, address, employment status and history, race, nationality, marriage information, and family and household members were stripped

from complete files and comprise the bulk of the 272 cubic feet of Client Case Files from 1928 - 1981. Occasionally case workers would leave complete files. These files document the work of social service agencies dealing with a single family over a long period of time and include correspondence, receipts, and case worker notes. All Client Case Files are arranged according to case number, not chronological order. Access to the Client Files is through a Soundex index card system and through a database maintained by the Department of Social Services. A separate index card system deals with those clients in the tuberculosis program.

**Series: Burial Records**

**Size: 12 cubic feet**

**Range of Dates: 1985 - 1988**

**Restrictions on Access:** None

**Restrictions on Use:** None

**Processed by:** Thomas Ginn, 2004.

Burial Records 1985 – 1988 document the work of the Department of Social Services with regard to indigent burials. Application for Indigent Funerals includes the name of the deceased, date, place, and cause of death, birth date, age, race, and disposition of the body including funeral home information and cost of the burial, grave site, and who conducted the gravesite service. A report of death form is also included in the file. Files are arranged according to case file number. Access is through a database maintained by the Department of Social Services.

<b>Title</b>	<b>Date</b>	<b>Location</b>
Burial Records	1974 - 1980	1777-X-00
Burial Records	1980 - 1987	1778-X-00
Burial Records	1985, 01/20 - 1988, 05/11	0329-X-00
Burial Records	1985, 01/20 - 1988, 05/11	0330-X-00
Burial Records	1985, 01/20 - 1988, 05/11	0331-X-00
Burial Records	1985, 01/20 - 1988, 05/11	0332-X-00
Burial Records	1985, 01/20 - 1988, 05/11	0333-X-00
Burial Records	1985, 01/20 - 1988, 05/11	0334-X-00
Burial Records	1985, 01/20 - 1988, 05/11	0335-X-00
Burial Records	1985, 01/20 - 1988, 05/11	0336-X-00
Burial Records	1985, 01/20 - 1988, 05/11	0337-X-00
Burial Records	1985, 01/20 - 1988, 05/11	0338-X-00



<b>Title</b>	<b>Date</b>	<b>Location</b>
Burial Records	1985, 01/20 - 1988, 05/11	0339-X-00
Burial Records	1985, 01/20 - 1988, 05/11	0340-X-00
Burial Records	1987 - 1989	1779-X-00
Burial Records	1989 - 1990	0925-X-00
Burial Records	1989 - 1990	0926-X-00
Burial Records	1989 - 1990	0927-X-00
Burial Records	1989 - 1990	0928-X-00
Burial Records	1989 - 1990	0929-X-00
Burial Records	1989 - 1990	0930-X-00
Burial Records	1989 - 1990	0931-X-00
Burial Records	1989 - 1990	0932-X-00

**Series: Harris County Cemetery Records**

**Size: 2 volumes, 1 plat, 2 Maps**

**Range of Dates: 1924 - 1998**

**Restrictions on Access:** None

**Restrictions on Use:** None

**Processed by:** Sarah Canby Jackson, 2006

Cemetery logs, plat maps, maps, and correspondence document the history of the Harris County Cemetery and record the burials of Harris County indigents from 1924 to 1983. *Harris County Cemetery* (1924 – 1938) is divided by race and records the name, location of the burial, and the date of internment. The undertaker is included after 1931 and the burial permit after 1933. *Burial Record / Harris County Cemetery* (1937 – 1980) documents the date of internment, name, burial permit number, location, marker number, date of death, cause of death, undertaker and the caretaker of the cemetery. In the early 1960s estimations of age and birthdates begin to appear sporadically in the records. By 1966, birthdates or ages are included in the records. Burials occurring in private cemeteries are included in the back of the log. A record book is also included that organizes the early burials by race and block.

Created in 1937, the plat *Harris County Cemetery* delineates Blocks A, B, C, D, and E and includes the names of the interred. After 1966 the dates of birth and death accompany the name of the deceased. Further plat maps were created by county workers

from the original records and to correct information. Further information on burials at the Harris County Cemetery can be obtained from the Department of Social Services.

I single letter identifies the date the cemetery began functioning and includes a blueprint copy of the original plat of the cemetery for use by the superintendent.

### **Inventory**

<b>Title</b>	<b>Date</b>	<b>Location</b>
<i>Harris County Cemetery</i>	1924, 11/28 – 1938, 11/26	0400-X-01
<i>Harris County Cemetery</i> (photocopies)	1924, 11/28 – 1938, 11/26	0400-X-02
<i>Burial Record / Harris County Cemetery</i>	1937, 08/18 – 1980, 01/25	0400-X-03
<i>Burial Record / Harris County Cemetery</i> (photocopies)	1937, 08/18 – 1980, 01/25	0400-X-04
Harris County Cemetery Burials organized by race and block number	1924 – 1937	0400-X-05
Harris County Cemetery Burials organized by race and block number (photocopies)	1924 – 1937	0400-X-06
<i>Harris County Cemetery</i> (plat)	1937, 06	0001-M-16
Harris County Cemetery plat, Block A, C	1966 – 1976	0400-X-07
Harris County Cemetery plat, Block E	1975 – 1983	0001-M-16
Correspondence Howe and Wise to W. T. Harrall. enc. Plat.	1924, 11/26	0400-X-08
Harris County Survey Map, Abstract 59	1998, 07/08	0001-M-16
FIRM: Harris County	1996, 11/06	0001-M-16